

ADMINISTRATIVE—INTERNAL USE ONLY

Approved For Release 2004/12/17 : CIA-RDP68R00530A000100020077-1

Executive Registry
65-5575

DD/ST# 4453-65

27 September 1965

ADM-10.7

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
✓ Deputy Director for Science and Technology
Deputy Director for Support
Deputy to the DCI for National Intelligence
Programs Evaluation
General Counsel
Inspector General

SUBJECT : Coordination of Correspondence

1. Offices originating correspondence to be submitted to the Office of the Director for signature or action are requested to effect appropriate coordination with other interested Agency components before the material is submitted to the Office of the Director.

2. In addition to the signature of the originating official, material sent to the Office of the Director should include the signatures of concurring officials or memoranda explaining non-concurrences. If time does not permit formal coordination, a notation should indicate what informal coordination has been effected and the results thereof.

[Signature Box]

L. K. White

Executive Director-Comptroller

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TRANSMITTAL SLIP		DATE 27 Sept 65
TO: Deputy Director for Science and Technology		
ROOM NO. 6E-60	BUILDING HQ	
REMARKS: <i>Registry file</i> <i>Copies have been</i> <i>sent to all DD/ST</i> <i>Office Heads.</i> <i>Note above</i> <i>on abstract</i> <i>EO 1001 ST</i>		
FROM: Executive Director-Comptroller		
ROOM NO. 7D-59	BUILDING HQ	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO: 1957-O-439445

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